



**DEPARTMENT OF PARK AND RECREATION  
WEDDING APPLICATION**

**Date of Application:** \_\_\_\_\_ **Wedding date:** \_\_\_\_\_

**Bride's name:** \_\_\_\_\_ **Groom's name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone: Cell:** \_\_\_\_\_ **Home:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Circle one:**    **Wedding**        **or**        **Wedding/Reception**

**Set up time:** \_\_\_\_\_ **Event time:** \_\_\_\_\_ **Breakdown:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Contact person making reservations (if different from bride &/or groom)**

\_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Phone: Business:** \_\_\_\_\_ **Home:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Timeline of event(s):** *(explain in full detail – including facilities to be used. Attach separate sheets if necessary)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will Street Closures be necessary?**

**(If yes, describe)** \_\_\_\_\_

**Estimated Attendance (Circle one):**    1-50    51-100    101-200    201-300    301-500    501-1000    1000+

**If over 1000, please specify:** \_\_\_\_\_

**If you are planning to bring in rentals (tables, chairs, tents, etc.), please provide a site map of the location being reserved and set-up.**

<u>Permit/License</u>	<u>Issuing Office</u>	<u>Phone</u>
Tents (number and size)	Office of Central Inspection (7 <sup>th</sup> Floor)	268-4461
Banners/signs	Office of Central Inspection (7 <sup>th</sup> Floor)	268-4461
❖ Transient Merchants License	Office of Central Inspection (7 <sup>th</sup> Floor)	268-4461 (vendors)
Fireworks	License Office (12 <sup>th</sup> Floor)	268-4553
Parade	License Office (12 <sup>th</sup> Floor)	268-4553
Street Closures/Race Routes	Wichita Police Department-Traffic	268-4144
❖ Food Vendors	Environmental Health (Food Handler's Card)	268-8330

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## RULES & REGULATIONS

1. A damage deposit is required in addition to the event fee. If the reserved area is found "as good or better" following the event, the deposit will be refunded within 4-6 weeks. Damage to any park property will result in the loss of the deposit. The event sponsor will also be responsible for any damage expenses over the deposit amount.
2. The reserved park or facility may not be used for any purposes other than the purpose that is described on the special event application and/or rental agreement.
3. Following the event, the area must be cleaned up so that its condition is "as good or better" than it was prior to the event. This includes removing all trash, debris and placing it in appropriate containers.
4. The Department of Park & Recreation is not responsible for lost or stolen items.
5. Beer and alcoholic beverages are NOT allowed on park. City Ordinance does NOT allow smoking inside any park facility.
6. No motorized vehicles of any kind are to be driven on or across the park grounds. Vehicles are allowed only in designated parking lots or on streets near the event site. Vehicles are prohibited on sidewalks, bikeways and grass surfaces. BBQ's can be brought onto the park grounds but cannot be driven up on park property.
7. The parties agree to hold the City of Wichita harmless from & against any claims, demands, liabilities & costs arising from damage or injury, actual or claimed, to property or persons occurring as a result of this event.
8. Park Maintenance will clean up the requested park prior to the event; however, we cannot guarantee that during the amount of time that passes until your event it will remain cleaned. Please ensure extra time prior to your event to clean up the event location.
9. Vagrants reside in our parks at times. If there becomes an issue, please contact Wichita Police Department.
10. Lighted candles and incense are NOT allowed in or on park grounds or facilities.
11. The event sponsor is responsible for all actions, activities or any damage occurred during the rental period.

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**I AGREE TO ABIDE BY THE RULES AND REGULATIONS LISTED ABOVE. I FURTHER AGREE TO BE RESPONSIBLE FOR THE ACTIONS OF ALL PERSONS IMPLEMENTING OR PARTICIPATING IN THE SPECIAL EVENT.**

Signature \_\_\_\_\_

**PLEASE RETURN APPLICATION TO:**

[swilliams@wichita.gov](mailto:swilliams@wichita.gov)

For further information please call:

Sonja Loggins-Williams (316) 268-4152 or fax: 219-6369



**SPECIAL EVENTS FEES (Daily)**

<b><u>Attendance</u></b>	<b><u>Fee</u></b>	<b><u>Damage Deposit</u></b>
1-50	\$50.00	\$100
51 -150	\$100.00	\$100
151 -250	\$150.00	\$150
251 -350	\$250.00	\$250
351 -500	\$350.00	\$350
501 - 1,000	\$500.00	\$750
1,001 or more	\$1,500/min	\$750

Effective 4/20/2012

## **2013 Special Event Fee Schedule**

### **Application Fee** (minimum fee for processing Special Event applications)

Application Fee	\$25.00
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### **Additional Services** (customers can pick and choose from the following list of services. Otherwise, the facilities are as found from the regular routine daily/monthly maintenance schedule)

<u>Inspection and Trash Clean Up Prior to the Event</u> (2 - Hours prior to the start of the event)	\$85.00 per clean-up
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<u>Trash Service (Additional Trash Run to Empty Poly Carts)</u> (Scheduled per customers request)	\$165.00 per service
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<u>Bike Path Cleaning (Clearing Debris/Sweeping)</u> (With in 24 hours prior to start of the event)	\$30.00 per mile
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<u>Picnic Table Delivery</u>	\$400.00 (40 tables)
(Minimum Delivery - 12 tables)	\$120.00 (12 tables)
(Maximum Delivery - 40 tables)	

<u>Miscellaneous Service Fee</u>	\$85.00 per service
(Miscellaneous fees include special requests not listed such as extra equipment set-up, irrigation flagging, fence installation, etc.)	

**\$200 Deposit Collected On All Special Event Applications**